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ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Recommended Objectives for DDA Quarterly Planning Conference (Second Quarter FY-1984)				
FROM: <div></div> Chief, Information and Management		EXTENSION	NO.	STAT
<div></div>		DATE 26 MAR 1984		STAT
TO: building)	DATE	RECEIVED	FORWARDED	OFFICER'S INITIALS
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)				
1. D/L		26 Mar		Dr
2. EO/OL		26/3		PH
3. AED DD/L			26	ur
4. OL/IMSS <div></div>				
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S E C R E T

26 MAR 1984

RECOMMENDED OBJECTIVES FOR THE DDA QUARTERLY CONFERENCEOBJECTIVES RECOMMENDED

25X1 Develop Professionalism Program within OL
for both Blue and White Collar Workers

Resolve Issues Related to Agency Taking
over Headquarters M & O in FY-85

25X1 *Strengthen and Expand Personnel Management Support in C*
Develop Long-Range Plan for Enhancement of CD
Materiel Storage Capacity

25X1 Implement the DDA's Quality of Life Program

REMAINING FY-84 OBJECTIVES

- Implement corrective action to problems uncovered in the
P&PD customer survey questionnaire.

- Develop and disseminate customer survey questionnaires
for PD, RECD, and SD and take appropriate action to respond to
customer comments (separate divisional objectives).

- Expand personnel exchange program with external agencies
where possible and practicable.

- Establish overseas personal computer capabilities.

- Develop and implement a Logistics Integrated Management
System (LIMS).

- Consolidate Agency Metropolitan Washington Area
activities in the new Headquarters Building.

S E C R E T

SUBJECT: Recommended Objectives for the DDA Quarterly Conference

- Convert General Provisions used in Agency contracts from DAR to FAR.
- Strengthen and expand personnel management support in OL.
- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement corrective action to customer surveys in LSD.
- Complete basic operational capability of the P&PD Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.

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